

**HUMAN RESOURCES OFFICE, MERIT STAFFING, CODE 7312**  
**NAVAL AIR WARFARE CENTER TRAINING SYSTEMS DIVISION**  
**12350 RESEARCH PARKWAY, ORLANDO, FL 32826-3224**

---

**ANNOUNCEMENT NUMBER:** 28-97 (16)(LF)

**OPENING DATE:** 4 Nov 96      **CLOSING DATE:** 25 Nov 96

**POSITION:** Program Manager, GS-340-15

**LOCATION:** Joint Simulation System Joint Program Office (JSIMS JPO), Orlando, Fl

**AREA OF CONSIDERATION:** DOD-WIDE

**DUTIES:** Selectee will serve as Deputy Program Manager for JSIMS JPO with responsibility for providing project management for research, development, test and evaluation, acquisition, deployment, product improvement and logistic support to ensure accomplishment of CINC and Service objectives for JSIMS JPO; serving as senior advisor and consultant within the JSIMS JPO; serving as the Program Manager's principal representative at high level conferences and meetings with representatives from OSD, Joint Staff, USAF SAF-HQ, other Services, commands and agencies, private industry and agencies, and allied nations on all matters required to monitor and coordinate the combined efforts of the JSIMS JPO team in expediting assigned projects; serving as an expert advisor in resolving complex managerial and technical issues; serving as the senior civilian within the JSIMS JPO for the management and execution of the JSIMS JPO program which is a combination of original software development and the integration of software developed by Service and Defense Department agency partners; assisting the Program Manager in planning, directing, budgeting and controlling the accomplishment of JSIMS JPO developmental responsibilities; serving as Acting Program Manager and assuming full programmatic, technical and administrative responsibility for operation of the JSIMS JPO.

**QUALIFICATION REQUIREMENTS:** One year of specialized experience, equivalent to the GS-14 grade level, which is typically in or related to architecture design, software development, and integration of multiple software components for the use of live, virtual, and constructive simulation in support of military training and has equipped the applicant with the knowledge, skills, and abilities (KSAs) listed below, to perform successfully the duties of this position.

**KSAs:**

- A. ABILITY TO DEAL EFFECTIVELY USING TACT AND DIPLOMACY WITH HIGH LEVEL OFFICIALS THROUGH MEETINGS, BRIEFINGS AND OTHER APPROPRIATE MEANS RECONCILING DIVERGENT BACKGROUNDS, INTERESTS, AND POINT OF VIEW.**
- B. KNOWLEDGE OF ARCHITECTURE DESIGN, SOFTWARE DEVELOPMENT, AND THE INTEGRATION OF MULTIPLE SOFTWARE COMPONENTS AND THE MANAGEMENT OF SOFTWARE DEVELOPMENT EFFORTS.**
- C. KNOWLEDGE OF USES OF LIVE, VIRTUAL AND CONSTRUCTIVE SIMULATION IN SUPPORT OF MILITARY TRAINING.**
- D. ABILITY TO ESTABLISH PROGRAM OBJECTIVES OR PERFORMANCE GOALS AND TO ASSESS PROGRESS TOWARD ACHIEVEMENT.**
- E. KNOWLEDGE OF SIMULATION TECHNOLOGY AND MATERIAL ACQUISITION TO INCLUDE THE PLANNING, PROGRAMMING, BUDGETING, EXECUTION SYSTEM, PROCUREMENT, ENGINEERING, PRODUCT ASSURANCE, TEST, LOGISTICS, CONFIGURATION, DATA MANAGEMENT, MANPRINT, PRODUCTION, SOFTWARE, AND COST SCHEDULE CONTROL SYSTEM CRITERIA.**
- F. ABILITY TO EFFECTIVELY COMMUNICATE ORALLY AND IN WRITING AND PROVIDE LEADERSHIP TO ASSIGNED PERSONNEL.**
- G. ABILITY TO ADJUST WORK OPERATIONS TO HANDLE CHANGING PROGRAM REQUIREMENTS.**

**DAWIA QUALITY RANKING FACTORS:** This position is subject to quality ranking factors by the Defense Acquisition Workforce Improvement Act (DAWIA) and Department of Defense (DOD) regulations. The attached Acquisition Workforce Position Requirements form MUST be completed and returned with your application. This form will be used to distinguish the best qualified candidates from among the other applicants. **The selectee must meet these DAWIA requirements within 18 months of assignment or a certified waiver must be obtained.**

MINIMUM QUALIFICATION REQUIREMENTS ARE EXTRACTS FROM THE OPM OPERATING MANUAL FOR QUALIFICATIONS STANDARDS FOR GENERAL SCHEDULE POSITIONS. EDUCATION MAY BE SUBSTITUTED FOR EXPERIENCE AS STATED IN QUALIFICATIONS STANDARDS. QUALIFICATION STANDARDS, FORMS, AND POSITION DESCRIPTIONS UTILIZED IN CONNECTION WITH SPECIFIC VACANCY ANNOUNCEMENTS ARE AVAILABLE FOR REVIEW IN THE HUMAN RESOURCES OFFICE. **AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, SEX, MARITAL STATUS, NONDISQUALIFYING HANDICAP, AGE, LAWFUL POLITICAL, RELIGIOUS OR LABOR ORGANIZATION AFFILIATION OR NONAFFILIATION, OR OTHER NON-MERIT FACTORS.**

**THE FOLLOWING STATEMENTS ARE APPLICABLE IF CHECKED:**

☒ A supervisory/managerial probationary period may be required.

\_\_\_ Enter the words VRA APPLICANT after the position title on page 1 of the application form along with the announcement number if you desire consideration based on your VRA Eligibility; however, **you must be within the area of consideration listed on the front of this announcement.** You are required to attach a copy of all your DD214(s).

**DAWIA REQUIREMENTS:**

☒ This is a Level III CRITICAL ACQUISITION POSITION (CAP) in the PROGRAM MANAGEMENT career field. Beginning 10/01/93, any individual assigned to a CAP must be a member of the Acquisition Professional Community and must agree (in writing) to remain in that particular position for 3 years. After 5 consecutive years in the position the individual will be reviewed for possible rotation.

\_\_\_ This is a Level II DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA) position in the Contracting career field. Any employee occupying a DAWIA position on 10/01/93 who does not meet DAWIA requirements may continue to serve in that position but will not qualify for promotion including career ladder to other DAWIA positions until satisfying DAWIA requirements. You may obtain information about the DAWIA requirements by contacting your servicing Human Resources Office.

\_\_\_ This is a Level \_\_\_\_\_ Acquisition position in the \_\_\_\_\_ career field.

☒ Applicants should list all DAWIA related training completed, Career Field(s) and Level(s) for which certified.

\_\_\_ This recruitment provides promotion opportunity to the \_\_\_\_\_ level without further competition when the selectee is eligible and recommended by management; however, promotion is not guaranteed and no promise of promotion is implied.

☒ SELECTEE must possess or be eligible to obtain and maintain a favorable TSSCI security clearance.

☒ PCS WILL BE PAID.

☒ Financial disclosure statement required.

☒ The physical standards are directly related to the actual requirements of the position; however, reasonable accommodation of known handicapping conditions will be considered for all qualified applicants on a case-by-case basis.

☒ **THIS IS A TESTING DESIGNATED POSITION.** Any applicant tentatively selected for this position will be required to submit to urinalysis testing for use of illegal drugs prior to final selection unless the tentative selectee already occupies a Testing Designated Position (TDP). The selection is contingent upon a negative test result. Once in the TDP the incumbent will be subject to drug testing on a random basis for as long as he/she occupies the TDP. All Department of the Navy (DON) employees may be subject to drug testing under certain circumstances such as reasonable suspicion. A tentative selectee's test result will be provided to the selecting official and the servicing Human Resources Office (HRO). Those individuals with a verified positive test will be denied employment in any position for which the HRO recruits for six months from the date that a Medical Review Officer (MRO) verifies the positive test result. A tentative selectee with a verified positive test result will be afforded an opportunity to submit medical documentation that may support the legitimate use of a specific drug to the MRO. Notice of a DON employee's verified positive test result will be provided to that employee's activity/command. Refusal to be tested or failure to appear for a scheduled test will result in denial of employment.

\_\_\_ All Department of Navy employees may be subject to drug testing under certain circumstances such as reasonable suspicion. An employee with a verified positive test result will be afforded an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer (MRO). Should the MRO decide that the medical documentation submitted does not fully explain the verified positive test result, the employee will be subject to disciplinary action.

☒ Selectee(s) will be required to participate in Direct Deposit/Electronics Funds transfer as a condition of employment.

☒ Other (specify): PERCENTAGE OF TRAVEL REQUIRED BY POSITION: 15-25%

NOTE: 1) The filling of this vacancy is subject to the requirements of the DOD Automated Stopper and Referral System. 2) Qualifications, time-in-grade, and time-after-competitive-appointment requirements must be met by the closing date of the announcement. 3) All appointable applicants must be within the area of consideration to apply for this announcement. Appointable means Career or Career-Conditional employees; employees serving under Veterans Readjustment Appointment (VRA) authority; Temporary employees with Reinstatement, VRA, or Executive Order eligibility; and/or individuals appointable under special appointing authorities such as Selective Placement of the handicapped and disabled Veterans with a compensable service-connected disability of 30% or more. Applicants must furnish evidence of eligibility for appointment under these special authorities. 4) Spouses of relocating active duty military members and DOD civilian employees on permanent change of station (PCS) orders who submit appropriate documentation will be considered within the area of consideration during the 30 days preceding through the 6 months following their sponsor's relocation to this activity's commuting area. 5) The area of consideration does not restrict concurrent consideration of qualified noncompetitive eligibles. 6) This announcement may serve to provide a supply of qualified applicants for this vacancy and for any other similar vacancy which may occur within 6 months of the announcement closing date. 7) Part-time employees who are job sharing may apply and be

Qualified candidates will be evaluated based on their experience, education, training, awards, and performance ratings which relate to the knowledge, skills, and abilities (KSAs) for this position. Applicants are **STRONGLY ENCOURAGED** to submit **ALL REQUESTED FORMS** listed below. Failure to provide requested forms could result in a lower rating.

(1) Applicants have the option of submitting an SF-171, an OF-612, Merit Promotion Program Application NAWCTSD 12300/13 (Rev 10/93), a resume, or any other written application you choose as long as it contains the information specified below under the "APPLYING FOR A FEDERAL JOB portion;

(2) Supplemental Qualification Statement (Optional)

(3) Copy of Current Official Performance Appraisal (Optional)

(4) Applicants not employed by activities serviced by this HRO are required to submit a copy of a Notification of Personnel Action (SF-50) to verify your competitive status

(5) Background Survey Questionnaire 79-2 (Optional)

(6) Acquisition Position Workforce Requirement Form (Attached)

**ARE YOU APPLYING TO EXERCISE SPOUSE PREFERENCE?** [ ☐ ] YES [ ☐ ] NO If yes, attach a copy of your sponsor's active duty military orders of assignment to the geographic location of the position vacancy or written evidence or documentation that verifies eligibility.

**SUBMIT FORMS TO:** NAVAL AIR WARFARE CENTER TRAINING SYSTEMS DIVISION  
Human Resources Office, Merit Staffing, Code 7312  
12350 Research Parkway, Orlando, FL 32826-3224

You may call our employment information line at 407-381-8880 or DSN 960-8880 to obtain application forms or a copy of this announcement; however, receipt of your phone request must allow for sufficient mail time.

**APPLICATIONS MUST BE RECEIVED OR POSTMARKED ON OR BEFORE THE CLOSING DATE SPECIFIED IN THIS ANNOUNCEMENT. APPLICATIONS ARE NOT TO BE SUBMITTED IN GOVERNMENT FRANKED ENVELOPES (18 USC 1719). APPLICATIONS WILL NOT BE RETURNED AND COPIES OF APPLICATIONS WILL NOT BE PROVIDED.**

**APPLYING FOR A FEDERAL JOB:** Applicants are required to submit all required forms listed above. Your application **must include ALL** of the information indicated below. Applications, as submitted, will be evaluated to the extent possible. Additional information will not be requested nor accepted. You may lose consideration for a job if your resume or application format does not provide **ALL** the information required in this vacancy announcement.

**JOB INFORMATION:** Announcement number and position title, series, and grade for which you are applying.

**PERSONAL INFORMATION:** Full name; complete mailing address; home and work phone numbers (include area code); social security number; citizenship; veterans' preference; reinstatement eligible or competitive status by providing a copy of your Notification of Personnel Action (SF-50) which verifies your status; highest grade held to include job title, series, and grade; dates for which held highest grade (provide SF-50).

**EDUCATION:** HIGH SCHOOL name, city, state, and zip code of school where you earned your diploma or GED; date of graduation; COLLEGES or UNIVERSITIES name, city, state and zip code; major; type and year of completed degree(s); semester or quarter credit hours earned if degree has not been completed; copy of college transcripts only if requested on this announcement.

**WORK EXPERIENCE:** Provide Job title; if Federal Job series, and grade; employer's name and address; supervisor's name and phone number; starting and ending dates (month and year); hours worked per week; if you describe more than one type of work normally not within your present scope of work YOU MUST PROVIDE the percentage of time you spent doing each type of work; salary; indicate if we may contact your supervisor; **DUTIES AND ACCOMPLISHMENTS** related to your paid and nonpaid work experience for this position. Describe only experience related to this position not your entire work history. DO NOT SEND JOB DESCRIPTIONS.

**OTHER QUALIFICATIONS:** Job related training courses (title and year); job related skills to include typing/dictation speed, other languages spoken or read; computer software/hardware, tools, machinery; job related current certificates or licenses; job related honors, awards or special accomplishments such as publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards and dates received. DO NOT ATTACH DOCUMENTS.

**PRIVACY AND PUBLIC BURDEN STATEMENTS:** Application information is processed under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of Title 5 of the United States Code. Your Social Security Number is requested under the authority of Executive Order 9397. If you do not provide us your Social Security Number we cannot process your application. Information contained in your application may be provided to appropriate agencies, facilities, or individuals as provided by law.

**CONDITIONS OF EMPLOYMENT:** Selectees will be required to complete a Declaration for Federal Employment to determine your suitability for Federal employment, authorize a background investigation. Applicants must sign and certify the accuracy of all the information in your application. False statements in any part of your application may cause you to not be hired, fired after you begin work, or fined or jailed. If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System or have an exemption. The law prohibits public officials from appointing, promoting, or recommending relatives. Federal annuitants, both military and civilian, may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary. **CONDITION OF EMPLOYMENT IS DRUG FREE.**

# CRITICAL ACQUISITION WORKFORCE POSITION REQUIREMENTS

## QUALITY RANKING FACTORS

This is a Critical Acquisition Position (CAP) and is subject to quality ranking factors by the Defense Acquisition Workforce Improvement Act (DAWIA) and Department of Defense (DoD) regulations.

**I. Acquisition Professional Community (APC) Membership** The Selectee must become a member of the APC before assignment to the vacant position. If a qualified APC member is available, a non-member cannot be assigned to the position without approval of an assignment waiver by the Director, Acquisition Career Management (DACM). Members of another Defense Component's Acquisition Corps (for positions announced outside Department of the Navy) have reciprocal membership in the APC. The applicant must meet *either* Section A or complete the checklist in Section B. Candidates who are APC members will be evaluated using Section A and all others will be evaluated using Section B.

### **Section A**

☐ I am currently a member of the DON Acquisition Professional Community or the Acquisition Corps of another DoD component as evidenced by an approved membership application form or a membership certificate. (Attach copy of approved membership application or membership certificate.)

### **Section B**

I have met the following requirements for APC membership. (Where there is an "a" and "b", you must meet either "a" or "b".)

☐ 1. I have a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees.

☐ 2a. I have 24 semester hours (or quarter hour equivalent) from an accredited institution of higher education among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

☐ 2b. I have 24 semester credit hours (or quarter hour equivalent) from an accredited institution of higher education in my primary acquisition career field and 12 semester hours (or quarter hour equivalent) from such an institution among the disciplines listed in 2a above.

☐ 3. I do not meet 1 and/or 2; but, as of 1 October 1991, I had at least 10 years in Federal Government acquisition positions or comparable positions in the private sector. "DO NOT COMPLETE IF 1 OR 2 ARE MET. THIS ITEM CAN BE USED TO MEET REQUIREMENTS 1 OR 2 OR BOTH 1 AND 2.

☐ 4a. I have completed all Level II and III training requirements in effect on 31 December 1994 in my primary career field.

☐ 4b. I have completed all current Level II or Level III training requirements in my primary career field.

☐ 5. I have at least four years experience (may credit 1 year of academic training/education in acquisition toward experience requirement) in Federal Government Acquisition positions or comparable positions in the private sector.

## **II. Career Field Certification**

This position is in the Program Management career field. The candidate should possess Level III career field certification in this career field prior to assignment to the vacant position. If the selectee is not certified at the time of assignment to the position, he/she has 18 months to achieve certification. The applicant must meet either Section A or complete the checklist in Section B.

☐ I am currently certified at Level III in the Program Management career field as evidenced by an approved certification form. (Attach copy of approved certification form.)

### **Section B**

I have met the following items:

☐ **Education.** Have:

☐ (Desired) Have ONE of:

☐ At least 24 semester credit hours from among: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management.

☐ At least 24 semester credit hours in the individual's career field and 12 semester credit hours in the disciplines listed above.

☐ Pass DANTES or CLEP equivalency exams for the above.

☐ (Desired) Master's degree in engineering, systems acquisition management, business administration, or a related field.

☐ **Experience:**

☐ Four years of acquisition experience, of which at least two years must have been in a program office or similar organization (dedicated matrix support to a PM or PEO, DCMC program integrator, or Supervisor or Shipbuilding.)

☐ (Desired) Two additional years of acquisition experience.

☐ **Training:** (see note below)

☐ PMT 302 Advanced Program Management

Note: Individuals not currently certified Level 3 have until Oct 1, 1998 or 18 months after assignment to a new or different Level III position (whichever is later) to meet this standard of certification.

### **Tenure Agreement.**

DAWIA requires that a person selected for a critical acquisition position sign a tenure agreement prior to assignment to the position agreeing to remain in that particular position for a minimum of three years. After five consecutive years in the position the individual will be reviewed for possible rotation.

**Certifying Statement.** The information provided in this application is accurate to the best of my knowledge. I understand that, if selected, I will be required to sign a tenure agreement.

\_\_\_\_\_  
Name (Please print or type)

\_\_\_\_\_  
SSN

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

